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Information FOR Students

CANADIANA

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Grade 12
Diploma
Examinations
Program

Alberta
EDUCATION
Student Evaluation and
Records

January 1988

DN 8387839

G R A D E 1 2

Diploma Examinations

P R O G R A M

Introduction

This brochure is intended to address general questions or concerns that students may have regarding the Grade 12 Diploma Examinations Program. This brochure is mailed to schools in the fall for distribution to students. Additional copies are available from the Student Evaluation and Records Branch of Alberta Education.

If you are a Grade 12 student enrolled in an accredited Alberta high school, you are required to write at least ONE diploma examination, either English 30 or English 33, to receive a high school diploma. The Grade 12 Diploma Examinations Program is intended to develop and maintain excellence in your education by granting a diploma for your academic achievement. The diploma examination courses are:

- Biology 30
- Chemistry 30
- English 30
- English 33
- Langue et Littérature 30
- Mathematics 30
- Physics 30
- Social Studies 30

If you are enrolled in an accredited Alberta high school and you have completed a diploma examination course, then you are eligible to write the examination for that course. If you are a student with mature status, then you are eligible to write any diploma examination without obtaining a school mark.

Course and Credit Requirements

To obtain credit in any high school course, you must earn a final mark of 50% or better. To obtain credit in a diploma examination course, you must write the appropriate diploma examination and earn a final blended mark of 50% or better. The final blended mark is made up of 50% of the school mark and 50% of the diploma examination mark. For example, if you are taking Chemistry 30, and you have a mark of 45% from your school and you obtain 57% on the diploma examination, your final mark is the average of the two marks, or 51%. You will therefore earn credits in Chemistry 30 because your final mark is over 50%.

To obtain credit for English 30, English 33, or Langue et Littérature 30, you must complete BOTH Part A: Written Response AND Part B: Reading (Multiple Choice). If you inadvertently miss one part of the examination for non-medical reasons, you may complete the missed part at one of the two subsequent administrations. You must complete the Student Notification of Separate Writing form, describe your reason, and submit it through your principal to the Student Evaluation and Records Branch PRIOR to the next writing to ensure that the two partial marks will be combined. Students who obtain credit in Langue et Littérature 30 must also obtain credit in English 30 or English 33.

Only one mark per course in any one semester will be accepted and added to a student's record. Students are requested to withdraw duplicate registrations (i.e. registration in the same course at two different locations for the same semester) before the end of the term.

Additional information regarding the calculation of marks or retroactive credits, as outlined in the *General Information Bulletin*, is available through your principal or counsellor.

Requirements for High School Diplomas

GENERAL HIGH SCHOOL DIPLOMA

Requirements*

minimum of 100 Credits including

- English 10 or 13†
- Social Studies 10‡
- Mathematics 10 or 13 or 15
- Science 11 or Biology 10 or Chemistry 10 or Physics 10
- Physical Education 10
- English 30 or English 33†

123 456 789

[Signature]
Principal
Hereward
(District, Student Evaluation and Records)

Alberta
EDUCATION

ADVANCED HIGH SCHOOL DIPLOMA

Requirements**

The qualifications for the General High School Diploma plus

- English 30
- Social Studies 30
- Mathematics 30
- Biology 30 or Chemistry 30 or Physics 30

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[Signature]
Principal
Hereward
(District, Student Evaluation and Records)

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Award of Excellence

Requirements

Must qualify for Advanced High School Diploma with an average of 80% or higher in the four required diploma examination courses, and a mark of not less than 65% in any one of these courses.

123 456 789

[Signature]
Principal
Hereward
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* These requirements are subject to the specifications found in the *Junior-Senior High School Handbook, 1987-88*.

** In addition, you must meet the requirements for a General High School Diploma.

† a minimum of 15 credits in English is required for a diploma

‡ a minimum of 10 credits in Social Studies is required for a diploma

Registering to Write Diploma Examinations

If you are enrolled in one or more diploma examination courses at an accredited Alberta high school (including the Correspondence School), your registration is submitted by your principal.

You must write at the school where you are registered for the course, except under extenuating circumstances. If you are enrolled in a course at the Correspondence School, you must indicate on the Correspondence School application form the high school at which you intend to write.

Application Forms

Application forms are available from any high school, Regional Office of Alberta Education, or the Student Evaluation and Records Branch.

If you are required to complete an application form, you must also notify the principal of the high school at which you intend to write no later than one month prior to the writing date. This will ensure that space and examination materials will be available.

Examination Schedules

You may obtain the dates and times of every diploma examination administration from your teachers, principal, or counsellor.

August Diploma Examinations

If you wish to write a diploma examination in August, you will NOT be required to complete an application form prior to the writing date. You will register at the writing centre by completing an application form at the time of writing.

The location of the writing centres and the dates and times of all diploma examination writings may be obtained through your principal or counsellor.

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Students with Mature Status

You are a student with mature status if you meet one of the following requirements as of September 1 of the current school year (i.e. if you meet one of the requirements by September 1, 1987 you have mature status for the examinations written in 1988):

- a. you are 20 years of age or older;
- b. you are 19 years of age and have been out of school for the eight consecutive months prior to September 1 with the exception of courses taken by correspondence, private study, or summer school; or
- c. you are the holder of a previously-awarded Alberta High School Diploma or equivalent from any jurisdiction acceptable to the Minister.

If you have mature status, you may write any diploma examination for 100% of the final mark without having taken formal instruction in the course. If you have mature status and you are enrolled in a diploma examination course at an accredited high school, your final mark will be a 50/50 blend of the school mark and the examination mark if the school mark is higher than the examination mark. However, if the school mark is lower than the examination mark, the final mark will be 100% of the examination mark.

You should not enter into any course of study assuming you are eligible for mature status. You should check your status with the Student Records Unit of the Student Evaluation and Records Branch. A student with mature status enrolled in a credit course must be registered for the course with the Student Evaluation and Records Branch.

To register as a student with mature status, you must complete an application form and submit it to the Student Evaluation and Records Branch prior to the deadline date. You must indicate your choice of writing centre (any accredited high school offering Grade 12 diploma examination courses). You will be required to present proper identification, including a photograph and a signature, to the presiding examiner.

Diploma Examinations

R • U • L • E • S

Each candidate should be thoroughly familiar with these examination rules. Violation of any examination rule will prevent the marking of the candidate's examination. As well, the candidate may be prevented from writing any other Alberta Education examination for a period of one year.

1. Candidate Identification

Personal identification with a signature and a photograph will be requested. One of the following documents will be acceptable: driver's licence, passport, or students' union card.

2. Time

Examinations must be written during the specified times. Candidates may not hand in a paper until at least one hour of the examination time has elapsed.

3. Entrance to the Examination Room

Candidates may not enter or leave the examination room without the consent of the presiding examiner. Candidates who arrive more than one hour after the starting time for an examination will be allowed to write only if, in the opinion of the presiding examiner, circumstances are extenuating.

4. Material Exchanges

Neither copying nor exchanging of material between candidates is allowed. No notes, papers, or books (other than an English dictionary or thesaurus for English 30 Part A and English 33 Part A or a French language dictionary for Langue et Littérature 30 Partie A) may be brought into the examination room. Candidates may not talk, whisper, or exchange signs with one another.

5. Discussion

Candidates may not discuss the examination with the presiding examiner, except when the examination is incomplete or illegible.

6. Answer Sheets

Only an HB pencil may be used to record answers on the multiple-choice answer sheet. Candidates who use a pen to record answers may receive a mark of zero since ink cannot be read by the computer.

7. English Examinations

All work for the English 30 Part A examination, English 33 Part A examination, and Langue et Littérature 30 Partie A examination must be done in the examination booklet. Candidates must write their revised work in blue or black ink.

8. Identification on Examinations

Only the identification requested is to be entered on the examination booklet.

9. Aids Allowed

English 30 and English 33: An English dictionary and a thesaurus may be used for Part A only.

Langue et Littérature 30: A French language dictionary may be used for Partie A only.

Mathematics 30, Chemistry 30, and Physics 30: A separate data booklet will be provided for each of these examinations.

Slide rules, pocket calculators, rulers, and protractors may be used in all examinations requiring computation but may NOT be shared among candidates.

10. Materials

Candidates must provide their own writing materials including pens, HB pencils, calculators, slide rules, rulers, protractors, or other necessary instruments. Tear-out pages for rough work are provided in each biology, chemistry, mathematics, and physics examination booklet.

Special Circumstances

If you have a physical or learning disability, you may apply for special provisions. You must apply through your principal AT LEAST 90 DAYS in advance of the writing date.

When serious illness, accident, or bereavement in the immediate family prevents you from writing on the scheduled date, you may apply through your principal within 30 days of the writing date for special consideration by the Special Cases Committee of Alberta Education.

In some cases, students who are outside the province during the diploma examination writing are permitted to write at a Special Writing Centre. Please consult your principal regarding the policy governing these special provisions.

French Translations

If you wish to write a French translation of a diploma examination, you must apply through your principal AT LEAST 90 DAYS in advance of the writing date. Students with mature status or students intending to rewrite an examination must indicate this on the application form.

Security of the Diploma Examinations

Examination booklets and answer sheets containing your answers are confidential and are secured.

Copies of previous January and June examinations may be obtained from your teachers or principal, or may be purchased from the Learning Resources Distributing Centre.

Marking Procedures

Every possible measure is taken to ensure that your mark is a fair assessment of your work. At least two Mathematics and Science teachers and at least three English and Social Studies teachers mark the written-response sections of the examination in their respective subject area without any knowledge of your identity or the scores assigned to your paper by other markers.

Reporting the Results

If you write a Grade 12 Diploma Examination, you will receive your results in the form of a results statement. The results statement will be mailed approximately one month after the last day of examination writing.

Your marks are confidential and therefore you must complete a Transcript Request form to obtain a transcript of your complete high school record or to have a transcript released to a post-secondary institution or a prospective employer. If you have more than two final marks for a course, only the highest final mark and the most recent final mark for that course will appear on your transcript.

When you have completed the prescribed courses and have accumulated the required minimum of 100 credits, Alberta Education will issue the appropriate high school diploma. The diploma will indicate the courses completed, the final marks, and the total credits earned at the time the diploma is issued. Diplomas are issued following each semester. If you upgrade your academic record to achieve a more advanced diploma, then a new diploma will be issued.

Appeal Provisions

If you are dissatisfied with a school mark, you may

- appeal to your principal under the appeal policy set by the local school board, or
- repeat the course.

If you are dissatisfied with your diploma examination mark, you may

- request in writing to the Student Evaluation and Records Branch that your examination be rescored, or
- rewrite the examination at a later writing.

Repeating the Course

You may repeat the course to obtain a new school mark. In such a case, the most recent examination mark would be brought forward and blended with the new school mark to create a new final mark. You will be issued a results statement to notify you of this mark.



Rescoring the Examination

If you decide to have an examination rescored, your application must be RECEIVED before the deadline date specified on the results statement and you must pay a \$20.00 fee for every examination that is rescored. If the rescoring results in an increase of 5% or more, the \$20.00 fee will be refunded. **THE MARK RESULTING FROM RESCORING WILL BE THE FINAL EXAMINATION MARK WHETHER THE MARK IS LOWERED OR RAISED.** The most recent school mark will be brought forward to be blended with the rescored examination mark and recorded on a new results statement. In the past, the amount of change in rescored examination marks has usually been quite small.

Rewriting the Examination

To improve your mark, you may rewrite a diploma examination at any regularly scheduled writing. You must complete an application form to register to rewrite an examination in January or June. There is no fee for rewriting a diploma examination.

If you choose to rewrite a diploma examination, you will have the most recent school mark brought forward to be blended with the new examination mark to create a new final mark. You will be issued a results statement to notify you of this mark.

You may NOT rewrite only one part of the English 30, English 33, or Langue et Littérature 30 examination. If you wish to rewrite one of these examinations, you must rewrite BOTH Part A and Part B of the examination. Please advise the principal of the high school where you intend to write to ensure that space and examination materials will be available.

Admission to Post-Secondary Institutions

If you plan to attend a post-secondary institution, you should consult the institution's calendar regarding admission requirements and plan your high school program accordingly. Transcript Request forms are available from Alberta Education or any post-secondary institution in Alberta.

Further Information

Please note that this is a summary document only. Please consult your principal or counsellor for the complete information as found in the *General Information Bulletin*, which is distributed to schools each September. If you require additional copies of this brochure or further information, contact:

Student Evaluation and
Records Branch
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-5306

or the Regional Offices of Alberta Education located in

Calgary	297-6353
Edmonton	427-2952
Grande Prairie	538-5130
Lethbridge	381-5243
Red Deer	340-5262

For the purchase of previous diploma examinations, contact:

Learning Resources Distributing
Centre
Alberta Education
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: 427-2767